

# Wisconsin Department of Regulation & Licensing

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## CHIROPRACTIC EXAMINING BOARD

### INSTRUCTIONS FOR PRECEPTORSHIP APPLICATION IN WISCONSIN

1. The enclosed application form (#2064) must be completed by the preceptorship program administrator of the college, chiropractor/preceptor, and the student **and MUST BE RECEIVED BY THE BUREAU OF HEALTH SERVICE PROFESSIONS NO LATER THAN 30 CALENDAR DAYS PRIOR TO THE MONTHLY BOARD MEETING (meeting schedule below)**.
2. The following requirements must be met prior to submitting the form:
  - a. The chiropractic college is approved by the board;
  - b. The preceptorship program is an established component of the curriculum of the college;
  - c. The preceptorship program has been reviewed and approved by the Wisconsin Chiropractic Examining Board;
  - d. The student who participates in the program must be in the last semester, trimester or quarter of their education and have met all requirements for graduation except for completion of the preceptorship period;
  - e. The chiropractor/preceptor may supervise **no more than one student at any one time**;
  - f. Certification that the preceptor is a faculty member of the college;
  - g. Verification that the chiropractor/preceptor's Wisconsin license is in good standing; and
  - h. A student will be scheduled with only **ONE** preceptor during the period of the preceptorship.

### **DEADLINE**

Application must be filed in the board office **at least 30 days prior** to the meeting date listed below in order for your application to be reviewed at that meeting.

<u>Board Meeting Date</u>	<u>Deadline Date</u>		<u>Board Meeting Date</u>	<u>Deadline Date</u>
February 24, 2005	January 25, 2005		July 28, 2005	June 28, 2005
April 28, 2005	March 29, 2005		September 22, 2005	August 23, 2005
June 23, 2005	May 24, 2005		October 27, 2005	September 27, 2005

This schedule of Chiropractic Examining Board meetings will be updated and sent to chiropractic colleges in November of each year.

**A LIST OF THE CHIROPRACTORS IN WISCONSIN WHO WILL BE ACTING AS PRECEPTORS IN THE PROGRAM MUST BE PROVIDED TO THE BOARD AT LEAST 45 DAYS PRIOR TO EVERY TRIMESTER OR ACADEMIC QUARTER (per Chiro 9.03(6) of the Wisconsin Statutes and Administrative Code relating to the Practice of Chiropractic)**

**NOTE:** Refer to Form #2064 for reasons of termination of the preceptorship program.